

BROOKLYN VILLAGE BOARD MEETING MINUTES

December 14, 2015

The Dec 14, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Sue McCallum, Todd Klahn and Heather Kirkpatrick. Trustee Leavy was absent. Others present were Clerk Strause, Chief Barger, PW Director Langer, John Marx. All stood for the Pledge of Allegiance. There were no public comments.

President Hawkey moved, second Klahn, carried to approve the minutes of 11-9-15. Hawkey moved, second Cazier, carried to approve the minutes of 11-16-15.

President Hawkey stated her comments to the Oregon Observer on the business complex giving credit to all the work done by the Clerk's Office and Public Works on the survey/sale of land for a new business was not published (stating she did not respond).

Clerk Strause gave the October financials with income of \$90,603.48, expenses \$135,021.35, and end of month balance in all funds of \$1,373,478.74. Green County tax bills were sent out a week ago, Dane County bills were sent last Friday.

PUBLIC WORKS: Press release for **Emerald Ash Borer** identified on 12-2-15 will be put on our website and in the Oregon Observer. DNR will also give a release. A letter to DNR expressing support of **the statewide phosphorus multi-discharger variance** was presented also stating the county by county eligibility requirements are too restrictive and that economic indicators were too broadly applied. The **2015 Urban Forestry Final Grant** reimbursement request was completed by Deputy Clerk Kuhlman and sent in last week to DNR. Kuhlman also submitted the **2015 Tree City** application last week and is working on the Growth Award ap. The Village will not be receiving any **2016 UFG funds** from DNR. Competition was high with 80 grant requests and 36 grants approved. The **Focus on Energy check was received in the amount of \$605 for the two new furnaces** installed at the Community Bldg. There was no public works meeting last month and there is no update to the Utility/Public Works reports.

SAFETY: Chief Barger presented the **Labor Day After Action report** giving recommendations for next year's activities. There were no major problems this year with good communication between the organizers and the department. McCallum moved, second Smith, carried to approve the **minutes of 9-29-15**. Part-time officer Larson has been hired by Oregon PD full time so his availability may be limited. Barger will **review applicants on file** and may place an ad in local paper in January. Dept secretary is back to work after a medical leave. Officer Engelhart attended the funeral of a McFarland Officer.

CONSENT AGENDA: Hawkey moved, second Smith, carried to approve payment of all December 2015 bills as presented, and operator licenses for Sarah Collins and Jason Coppelman.

NEW BUSINESS: Hawkey moved, second Klahn, carried to approve the **2016-2017 Election Board** as follows: Daryl and Cindy Booth, Paul Hansen, Laura Clark-Hansen, Marge VanCalligan, Pat Hawkey, Sandy Wagner, Helen McCord, Nadine Walsten; Chief Inspectors: Meagan Hamlette and Zach Leavy; registration deputies Carol Strause and Linda Kuhlman. **Code of Ordinances-**Clerk Strause explained several ordinances that were adopted did not make the new book. Upon contact with Municipal Code, it appears there was a problem with "cloud" retrieval. Municipal Code contacted the Clerk last spring because of a problem with the first "cloud" setup and Strause had to re-enter info to a second "cloud" account. Evidently there were problems with this one also. Municipal Code will completely redo our entire book(s). A new proof will be submitted by the end of January. Ordinance committee members may review also. Historical data was reviewed for the **2002 Revenue Bond for the St Hwy 92 project**. The water system portion of the bond was \$1,205,000 with the note called in 2012. There was a buy down with reserves and the note was refinanced at .95% at UBT for \$651,286. The balance to date is \$462,324. Impact fees and water undesignated funds total \$246,931 earning 1.14%. Trustee McCallum stated this is not the bond she was questioning but rather a loan trail for the 1996 water tower revenue bond in relationship to the impact fees collected. Clerk Strause is not sure if there are documents on this 1996 loan as all debt folders had to be recreated when she started in 2008. More research will be done.

UNFINISHED BUSINESS: Information received from Computer Magic, Madison, regarding **archiving emails** was presented. Trustee Cazier will contact them for more clarity on costs. The **joint Brooklyn/Belleville Municipal Court will be dissolved as of 4/30/2016** as Belleville adopted an ordinance identical to Brooklyn's for dissolution. District 5 Court Administrator is assisting with the changeover and close out of the joint court. Clerk Strause stated she has requested a **proposal from the new Municipal Property Insurance Company (MPIC)** for property coverage currently covered by the State Property Insurance Fund, policy expires 4-15-16. It is anticipated that State Ins. Fund rates will be much higher with the loss cost multiplier doubling and the auto physical damage increasing by 35%.

COMMITTEE REPORTS: Planning and Zoning-met this evening to discuss and recommend approval for extraterritorial zoning for Town of Union, Rock County, for Jason Marshall, Tax Parcel 6-20-38, Section 6-T4N-R10E, Hold Rd for a land division of 46.2 acres. Hawkey moved, second Klahn, carried to approve as recommended by the Commission. **Ordinance committee** did not meet. **Fire-EMS** –District Board will be meeting Wed night, 12-16, 6:30 pm at the Fire Station to vote on **the revised district agreement**. The draft agreement was reviewed along with our attorney's legal opinion. Hawkey reported the Fire and EMS Protection District, as incorporated, can only issue revenue bonds and cannot issue general obligation debt. With the Village paying most of the (31% Fire and 42% EMS) budget cost, it was felt there should be more representation on the District Board. A formula for more Village representation was discussed. Klahn moved, second Cazier, carried to recommend to the District Board for the Village to have two representatives on the Board making it a six member board. Language on 4/5 vote of the Board for certain motions was questioned. Withdrawal language on page 10 and modifying the territory served by district needs a method for withdrawal outlined. Paragraph relating to Rural Development needs to be removed as that loan has been refinanced. The District Board has a secretary-treas and an assistant secretary-treas. The EMS has a director, asst director, training officer, secretary-treas, and maintenance officer. The fire department also has a secretary-treas. Language referring to both secretary-treas and assistant secretary-Treas should refer to only secretary-treas so that one person is in charge. Retirement amounts on page 9, #5 should be changed back to paid by the District secretary-treas not the Brooklyn Fire Dept treas. Fundraising entities for the district if they are 501(c)(3) have separate accounts. Other fundraising efforts should be shown in the revenues on the budget report; however, the revenue side of the budget is not handed out. Quarterly reports with revenue/expense should be given to District Board members. Budgets received from Oregon and Belleville are much clearer to read and understand. Hawkey said she contacted the billing company for the district and has their contract. Smith requested job descriptions which Hawkey has and will forward to him. Smith also want to know how they are handling full time staff, HR hiring, living inside or outside of district. Clerk Strause has posted a village board meeting for possible quorum at fire board meeting Wed night. Hawkey stated any information received from the District will be sent through the Clerk's office to board members.

Recreation committee met last week and will meet again next week to judge the Holiday Lighting Contest. The committee reviewed their activity over the past year, revenue and expenses. Because of lack of staff and the amount of time needed for fundraising, they voted to **not be in charge of the fireworks event**. The local Chamber will be discussing possibly taking over this event. Other activity changes may happen, along with looking at non-resident fee increase for the summer recreation program. Clerk Strause has kept a running total summarizing all projects with revenues and expenses. A yearend report will be provided after all expenses are in. Trustee McCallum requested accountability of programs they are doing including participation numbers. **Finance** – Hawkey moved, second Cazier, carried to approve the committee's recommendation for a \$1.00 per hour wage **increase (\$15 to \$16) for Deputy Clerk-Treas, Linda Kuhlman effective Jan 1, 2016**. Kuhlman started employment Oct 4, 2015. Hawkey moved, second Cazier, carried to approve **carryover to 2016 53.75 vacation hours for Clerk Strause**, hours not able to be taken last August as planned. Hawkey moved, second McCallum, carried to give the **interview panel for the Deputy Clerk-Treas position**, Mike Zagrodnik and Mary Austin, each a \$25 gift card from Angelo's as a token of appreciation. Trustee Smith moved, second Hawkey, carried to approve \$25 gift cards each from Angelo's for Leif Spilde, Wade Engelhart, and Carol Strause for assisting Smith during the hiring process as it was much appreciated. Cazier moved, second Hawkey, carried to approve the 11-4-15 minutes.

Cazier moved, second Klahn, carried to adjourn at 7:45 p.m.

Carol A Strause, MMC, WCMC, CMTW